

**PETTY CASH ADVANCE RECONCILIATION**  
ALASKA MINISTRY NETWORK

\_\_\_\_\_  
Name of Ministry, Account, or Event

Petty Cash Disbursed: \$ \_\_\_\_\_ **A.**

***Please use this form to Reconcile a single event Petty Cash Advance***

Date	Paid To	Purpose or Description	Account to Charge*	Amount

\* Please refer to the Chart of Accounts for your department

\_\_\_\_\_  
Signature of Ministry Leader                      Date

\_\_\_\_\_  
Signature of Business Administrator                      Date

**Total Expenses:  
(Attach Receipts)**

\$ \_\_\_\_\_ **B.**

**Cash Balance Remaining:**

**\*\*Must be equal to A - B**

Submit this amount with a "Cash Count Form" →

\$ \_\_\_\_\_ **C.**